

Public Right-of-Way Outdoor Furniture Design Guidelines
Authorized under C.M.C. Section 723-13, "Transit Stop Structures"
Approved by City Planning Commission on January 17, 2020

Street Furniture Included:

1. Transit Stop Benches
2. Transit Stop Shelters
3. Ticket Vending Machines
4. Streetcar Transit Stop Kiosks

Purpose of Design Guidelines

The purpose of these guidelines is to provide approved standards for the design of benches and bus/transit shelters in the public right of way. The guidelines provide description of general design characteristics including required physical dimensions, material, color, and style. The goal of these standards is to provide outdoor furniture throughout the city that is safe, consistent, and coordinated in its appearance and design, and that affords some flexibility for transit agencies to advertise at transit stops for additional operational revenue. Variance from these guidelines must be approved by the City's Director of Transportation and Engineering.

A. Transit Stop Bench Design Guidelines

Benches must meet the following guidelines:

1. Benches shall be constructed of painted or powder-coated metal, or other corrosion-resistant metal or composites. Benches may not be constructed in whole or in part of wood, non-metal composites, or other materials not indicated herein. Paint shall be applied in a manner that meets the manufacturer's standard for coating thickness and material type, and also for heavy wear. Vinyl coatings may not be applied in lieu of paint or powder-coatings.
2. Metal benches shall be black in color unless otherwise approved by the Director of Transportation and Engineering, which permission shall be requested through the Office of Architecture and Urban Design within the City's Department of Transportation and Engineering (DOTE).
3. Temporary benches may be accepted by the Director of Transportation and Engineering provided a Revocable Street Privilege (RSP) is applied for and approved which includes a fixed expiration date for temporary benches. The expiration date shall be no more than one year. After such time, or in the event temporary benches are deemed unsafe to the public or complaints from the public are made, the applicant is responsible to remove the temporary structure and repair or replace any damaged public right of way sidewalk.
4. Benches may be divided into individual seats through the use of armrest/divider assemblies, where the applicant demonstrates or the City has identified a need to deter sleeping and loitering, or may consist of a singular bench seat.
5. Benches may be as short as two (2) feet, but shall be no longer than eight (8) feet, no deeper than thirty (30) inches, and no higher than thirty-six (36) inches.
6. Benches shall be anchored to the pavement.
7. Benches shall generally have a backrest, although a two-sided bench can be appropriate for certain installations, depending on the design intent.
8. Benches shall be designed with horizontal or vertical slats, no less than one (1) inch and no greater than two (2) inches in width, on all seat and backrest surfaces.

9. Benches shall be at least twenty percent (20%) open on all seat and backrest surfaces (for example: two (2) inch slats with a one-half (½) inch space).
10. No bench shall be placed in the public right of way without an RSP from DOTE providing approval for the bench itself and its location, in accordance with all RSP requirements.
11. Any conflicts in number and placement that arise between existing legally obtained benches and proposed new transit stop benches shall be resolved by DOTE through the RSP process.
12. All proposed benches in the public right of way shall conform to ADA and PROWAG (Public Right of Way Accessibility Guidelines) requirements for accessibility in the public right of way.

B. Transit Stop Bench Advertising Design Guidelines

1. No advertising is authorized on any benches in the right-of-way except for benches located at transit stops applied for, installed, and maintained by a public transit agency.
2. An existing bench that does not contain advertising shall not be replaced with a bench containing advertising, as long as the bench conforms to Section A, "Transit Stop Bench Design Guidelines," and is in a safe condition.
3. Only a public transit agency is authorized to obtain an RSP for benches at transit stops that include advertising.
4. All benches at transit stops must conform to Section A, "Transit Stop Bench Design Guidelines," regardless of whether they include advertising. One minor exception is in paragraph 6(c) of this section.
5. The advertising panel shall in no way inhibit the use of the bench for sitting or extend in size beyond the actual bench backrest. No advertising panels are permitted on/within internal arms or dividers.
6. Advertising on benches at transit stops is authorized as follows:
 - a. Advertising panels may be affixed to or incorporated within the bench arms or end panels. Individually, these panels shall not exceed 324 square inches (2.25 square feet) and are only permitted on the legs or arms on the bench ends. No advertising panels are permitted on/within internal arms or dividers.
 - b. Although integrated advertising panels are preferred, advertising panels may be affixed to or incorporated within the bench back. The advertising panel or panels on the bench back shall not exceed 2,520 square inches (17.5 square feet). No single panel shall be larger than 30 inches by 84 inches.
 - c. For benches at transit stops where advertising is allowed, advertising on the bench back may cover it such that less than twenty percent (20%) of the surface area is open.

C. Transit Shelter Design Guidelines

Transit Shelters must be designed and constructed to meet the following guidelines:

1. Transit Shelters shall be constructed of structural steel or finished aluminum with stainless steel fasteners. Aluminum roof panels and extrusions for the canopy are acceptable. Polycarbonate roof panels are not acceptable.
2. All metal shall be factory finished with manufacturer's standard black or silver paint or polyester powder coat finish process. The shelter structure members shall be the same color. Other colors may be considered but must be approved by the Director of Transportation and Engineering.
3. Shelters shall be of a modular design with each module no more than ten (10) feet tall, twelve (12) feet wide/long and seven and a half feet (7.5) deep, unless otherwise approved by the Director of Transportation and Engineering.

4. The shelters shall be straight, 2-post or 4-post single-bay or 3-post or 6-post double-bay (etc.) structure. 4-post shelters shall have the posts configured to reduce the shelter's encroachment into the sidewalk to the greatest degree practical.
5. The posts must be anchored to an engineered concrete foundation per manufacturer's recommendations. No surface mounted shelters shall be permitted, unless the applicant can demonstrate an engineered thickened slab/sidewalk is sufficient to meet all structural requirements of the installation.
6. Shelters shall have rear and/or side walls. Where right of way space is limited, the walls may be eliminated.
7. There shall be a minimum of 48" from face of shelter (i.e., a shelter support or walls within 12" of grade) to back of curb to permit wheelchair access.
8. The shelter roof shall be a curved or shed canopy design.
9. Shelters shall have a thirty (30) inch by four (4) feet area of open floor space to accommodate one person in a wheelchair. The area surrounding the shelter must be ADA compliant and provide an accessible route to the bus boarding area and to the sidewalk.
10. Internal shelter lighting is desirable but not required. When lighting is included, shelters should have the option of integral solar-powered LED fixtures that are mounted unobtrusively within the canopy. Automatic light control and battery back-up are required.
11. Any (non-solar) electrical or telecommunications wiring required for the operation of bus shelters, including lighting and informational screens, should be run in underground conduit from the nearest utility pole or other service point. No aerial service is permitted. No new utility poles may be added to provide service to a transit stop shelter.
12. Advertising panels may be affixed to or incorporated within the design of the shelter. These panels shall not exceed 3856 square inches (24 square feet) per side and are only permissible on the shelter end or rear walls. Panels may be doubled-faced.
13. Internally illuminated and/or electronic advertising displays are permitted subject to review and approval by the Director of Transportation and Engineering for compatibility with the transit stop context and impacts on traffic safety. These panels shall not exceed 3856 square inches (24 square feet) per side and are only permitted on the shelter end or rear walls. Panels may not be doubled-faced. Illuminated/electronic advertising displays are prohibited in historic districts or zoning districts that are solely residential.

D. Ticket Vending Machines Design Guidelines

Ticket Vending Machines must be designed and constructed to meet the following guidelines:

1. Ticket Vending Machines (TVM) shall be constructed of structural steel, stainless steel, or finished aluminum with stainless steel fasteners. All exterior metal shall be factory finished with manufacturer's standard black or silver paint or polyester powder coat finish process. Structural members shall be the same color or internal to the TVM. Other colors may be considered but must be approved by the Director of Transportation and Engineering.
2. TVMs shall be of a modular design with each module no more than eight (8) feet tall, three and a half (3.5) feet wide/long and two and a half (2.5) feet deep, unless otherwise approved by the Director of Transportation and Engineering.
3. TVMs must be anchored to an engineered concrete foundation per manufacturer's recommendations. No surface mounted shelters shall be permitted, unless the applicant can demonstrate an engineered thickened slab/sidewalk is sufficient to meet all structural requirements of the installation.

4. There shall be open space around every TVM unit to facilitate its use by persons with disabilities. The area surrounding a TVM must be ADA compliant and provide an accessible route to the transit boarding area and to the sidewalk.
5. Any (non-solar) electrical or telecommunications wiring required for the operation of the TVM shall be run in underground conduit from the nearest utility pole or other service point. No aerial service is permitted. No new utility poles may be added to provide service to a TVM.
6. Advertising panels may be affixed to, applied to, or incorporated within the design of the TVM. These advertising areas are permitted on the TVM side walls (1 or 2 sides) and shall not exceed 2070 square inches (14.5 square feet) per side, and on the TVM rear wall (1 side) and shall not exceed 3725 square inches (26.0 square feet).
7. The aggregate advertising area for all permitted sides of the TVM shall not exceed 7865 square inches (55 square feet).

E. Streetcar Transit Stop Informational Kiosks

As authorized in C.M.C. Section 723-13(d), informational kiosks with advertising elements (“Streetcar Transit Stop Kiosks”) may be authorized at streetcar stops. This section E. governs only such standalone kiosks at streetcar stops, which are authorized at streetcar stops in addition to and separate from the TVMs governed by section D. above. Streetcar Transit Stop Kiosks must be designed and constructed to meet the following guidelines:

Materials, Physical Characteristics:

1. Streetcar Transit Stop Kiosks shall be constructed of structural steel, stainless steel, or finished aluminum with stainless steel fasteners.
2. All exterior metal shall be factory finished with manufacturer’s standard paint or polyester powder coat finish process.
3. Streetcar Transit Stop Kiosks shall be black in color. Structural members shall be the same color or internal to the kiosk. Other colors may be considered but must be approved by the Director of Transportation and Engineering.
4. Streetcar Transit Stop Kiosks shall be of a modular design with each module no more than 102” H x 39” W x 18” D (8.5’ H x 3.25’ W x 1.5’ D), unless otherwise approved by the Director of Transportation and Engineering.

Location, Placement:

5. Streetcar Transit Stop Kiosks must be located on a paved surface and anchored to an engineered concrete foundation per manufacturer’s recommendations. Streetcar Transit Stop Kiosks may be located on the stop platform or immediately adjacent to the stop platform, location dependent. Stop platforms that are also structural slabs will require additional DOTE review.
6. Each Streetcar Transit Stop Kiosk shall be placed so that its image display is either parallel or perpendicular to the flow of vehicular travel. Modular units shall not be angled to face vehicular traffic to reduce distraction to drivers. Kiosks parallel to the curb shall be one-sided unless specific locations allow for a minimum of five (5) feet clear pedestrian space adjacent to the curb. Kiosks perpendicular to the curb can be double-sided.
7. Kiosks shall be ADA Compliant. There shall be open space around every kiosk unit to facilitate its use by persons with disabilities. The area surrounding a kiosk must meet *ADA Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* and provide an accessible route to the transit boarding area and to the sidewalk. Kiosks shall be located so that there is a clear zone of five (5) feet around all sides of each kiosk, except for any side which faces the street. There must be a clear zone of two (2) feet from any curb, measured from the face of the curb.
8. Locations shall not impede access to adjacent businesses or residential properties nor obstruct views of existing business signage or display windows.

9. Each Streetcar Transit Stop Kiosk location must be reviewed and approved by the Director of Transportation and Engineering.

Power Source:

10. Kiosks shall have an independent power source or, if they use a City power source, the owner or vendor must pay a fee to the City for the usage.
11. All service lines shall be run in underground conduit from the nearest utility pole or other service point and shall be concrete encased. No aerial service is permitted. No new utility poles may be added to provide service to a kiosk.
12. Kiosks shall not be located on any existing utility chase, utility boxes or other utility equipment.

Installation:

13. No surface mounted kiosks shall be permitted, unless the applicant can demonstrate that an engineered thickened slab/sidewalk is sufficient to meet all structural requirements of the installation.
14. Kiosk structures, foundations, attachments, etc. shall be designed to withstand a wind load according to the latest version of the *AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaries and Traffic Signals*, assuming a recurrence interval of 50 years. An analysis of wind load must be submitted as part of the permit application.
15. In the installation of a Streetcar Transit Stop Kiosk, the owner or vendor, or its contractor, shall adhere to the *City of Cincinnati Streetcar Right-of-Way Manual*, shall obtain required Trackway Access Authorization from the Streetcar Operator prior to performing any work in the public right-of-way, and shall be responsible for any damage to existing streetcar infrastructure/facilities.

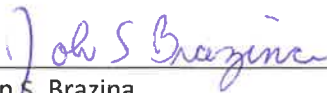
Display and Sound:

16. The active image size for each permitted side of the Streetcar Transit Stop Kiosk shall not exceed 1,800 square inches (12.5 square feet).
17. Brightness levels shall be dimmable with ambient light sensors and additional brightness restrictions may be required in residential neighborhoods.
18. Moving images are authorized on Streetcar Transit Stop Kiosks. However, for Streetcar Transit Stop Kiosks in any historic district, including all streetcar transit stop locations in Over-the-Rhine, only static images may be displayed. Displays in historic districts may be digital but may change no more frequently than every thirty (30) seconds.
19. Sound levels generated by the kiosk unit shall not exceed 80 db.

F. Advertising Policy

1. Each public transit agency that advertises in the public right-of-way pursuant to the Cincinnati Municipal Code and these guidelines must maintain a current copy of its advertising policy on file with the DOTE, which policy must be updated with the department within five business days of any changes in the policy.
2. The City's maintenance of public transit agencies' advertising policies in its records shall in no way be construed as an endorsement or validation by the City of a policy's effectiveness, legal validity, or constitutionality. Public transit agencies retain sole responsibility for assessing the effectiveness, legal validity, and constitutionality of their advertising policies.
3. The City reserves the absolute right and discretion to revoke a transit agency's privilege to advertise in the right-of-way if the City determines that the agency's policy is likely to violate legal or constitutional requirements or if it determines that the maintenance or enforcement of the agency's policy poses substantial legal risk or liability to the City.

Final version, as approved by City Planning Commission on January 17, 2020, certified by the Department of Transportation and Engineering:



John S. Brazina
Director of Transportation and Engineering

Date: 1/17, 2020